

December 2, 2003

Caption

Addressee

Subject: Parcel No(s) _____
Owner(s) Name(s) _____

Dear _____

State Project No. _____ has been programmed for construction and the property rights bearing Parcel No(s). _____ shown on the project right of way plans are required for construction of the project.

The plans for the project were approved by the Louisiana Department of Transportation and Development in accordance with public announcements. The property rights comprising Parcel No(s). _____ have been valued according to established procedures consistent with legal requirements, and the Just Compensation for the Parcel(s) has been determined to be \$ _____.

The Department of Transportation and Development of the State of Louisiana does hereby make a firm offer of \$ _____ for the purchase of all interest in parcel(s) _____, free and clear of all mortgages, judgments, liens or other encumbrances, including payment of pro-rata taxes, if applicable. It is the responsibility of the property owner to clear any mortgages, judgments, liens or other encumbrances. The summary of the offer is attached.

(IF MORE THAN ONE JUST COMPENSATION OFFER LETTER IS BEING PREPARED FOR THE SAME PARCEL(S), (undivided interest owners), THE FOLLOWING PARAGRAPH SHOULD BE INCLUDED):

A search of the conveyance records of _____ Parish, Louisiana, indicates that you are entitled to _____ of the total offer, and your interest amounts to \$ _____.

(IF AN UNECONOMIC REMAINDER OFFER WILL BE PRESENTED TO THE OWNER, THE FOLLOWING PARAGRAPH SHOULD BE INCLUDED):

Should you consider the _____ remainder of your property to be an uneconomic remnant, the Department does hereby offer to purchase all interests in said remainder,

presentation of the Department's proposal to acquire the ownership.

Yours very truly,

(name and title)

(THE CERTIFICATION BELOW GOES ON THE COPIES ONLY - NOT ON THE ORIGINAL GOING TO THE OWNER)

This is to certify that I have this day delivered to the addressee the original of this letter together with the Louisiana Department of Transportation and Development's Brochure "Acquisition of Right of Way and Relocation Assistance."

(name and title)

(date)

*FOR FULL OWNERSHIP, RIGHT OF WAY DEED, OR ACCESS RIGHTS:

"the purchase of all interests in Parcel No(s). _____ free and clear of all mortgages, judgments, liens or other encumbrances, including payment of pro-rata taxes, if applicable"

*FOR SERVITUDE OF DRAIN:

"the use of Parcel No(s). _____ on a permanent basis for drainage purposes"

*FOR CONSTRUCTION SERVITUDE:

"the use of Parcel No(s). _____ on a rental basis during construction of the project"

together with the required parcel(s) for a total of \$_____.

(IF AN ADVERSELY IMPACTED OFFER WILL BE PRESENTED TO THE OWNER, THE FOLLOWING PARAGRAPH SHOULD BE INCLUDED):

Should you feel that your improvement is adversely impacted by the taking and wish to sell the improvement to the Louisiana Department of Transportation and Development, we offer to purchase the improvement together with the required land for a total of \$_____.

(IF THE REQUIRED PROPERTY IS SUBJECT TO AN ORAL OR WRITTEN LEASE, THE FOLLOWING PARAGRAPH SHOULD BE INCLUDED):

Our information indicates that the referenced property is subject to an oral or written lease, and the amount of money specified herein represents the total payment to both lessor and lessee, and is apportioned as follows:

Payment to lessor/owner	\$_____
Payment to lessee	\$_____
Total	\$_____

If the above apportionment is not agreeable to both lessor and lessee, and if lessor and lessee cannot resolve their differences, we will expropriate the interest not acquired.

The procedure for determining Just Compensation includes gathering market data in the general area of the project and is based on a Compensation Estimate of value, or one or more appraisals made by qualified and competent Appraisers.

Generally, any fencing and/or driveways which you presently have will be replaced during construction. If applicable, the exact location of these items will be discussed with you by the Department's representatives who meet with you.

Our representatives who meet with you will freely discuss with you any questions you have concerning the project requirements. For any commitments and/or agreements to be considered as valid and binding upon the Department, such commitments and/or agreements must be set forth in writing.

Should the proposal not be acceptable, the Department will have no alternative other than to acquire the property rights through expropriation in accordance with applicable State law.

Discussion of expropriation procedures by the Department can be found in the brochure ***Acquisition of Right of Way and Relocation Assistance***, a copy of which is included with the